



Chapter 8 – Awards and Recognition

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REFERENCES

- (a) SECNAV Instruction 12900.2A, "Defense Civilian Intelligence Personnel System (DCIPS)" February 8, 2013
- (b) DoD Instruction 1400.25, 2000 Volume Series
- (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness USD(P&R)," June 23, 2008
- (d) DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)),," October 24, 2014
- (e) DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," September 24, 2007, as amended
- (f) Naval Intelligence Defense Civilian Intelligence Personnel Systems (DCIPS) Manual, July 25, 2014
- (g) Intelligence Community Directive Number 655, "National Intelligence Awards Program," May 23, 2007, as amended
- (h) Sections 1601, 1603, and 1612 of title 10, United States Code
- (i) Sections 2301, 2302, and 4502 of title 5, United States Code
- (j) Department of Navy Civilian Human Resources Manual (CHRM) Subchapter 451.1 and accompanying Implementation Guidance, "Guidance on Implementing Awards Policy," Guide No. 451-02.

1. PURPOSE. To establish policy and implementing guidance in accordance with references (a) through (k) by which the Head, Naval Intelligence Activity (NIA) shall manage the awards and recognition procedures and requirements for Entities with Department of the Navy (DON) Defense Civilian Intelligence Personnel System (DCIPS) positions.

2. APPLICABILITY.

2.1. This chapter applies to all DON Intelligence/Intelligence Support employees who have been appointed under the DCIPS, Section 1601 of title 10, United States Code, reference (h). Organizations managing DON employees covered by this chapter shall be referred herein after as the "Entities with DON DCIPS Positions (EDDPs)".

2.2. This chapter does not apply to members of the Defense Intelligence Senior Executive Service (DISES) or the Defense Intelligence Senior Level (DISL) unless specifically addressed in corresponding DCIPS Chapters. This chapter does not apply to employees covered by the Federal Wage System or equivalent, non-appropriated fund employees, or foreign national employees employed under other than DCIPS authority.

3. POLICY. It is Naval Intelligence policy that DCIPS Awards and Recognition shall:

3.1. Serve as important discretionary components of the overall Naval Intelligence and DCIPS compensation philosophy by creating a positive work environment and a culture of recognition that continually identifies and rewards contribution to mission. Properly applied, awards and recognition programs provide management with a continuous means of communicating important organizational and mission values.

3.2. Complement but not duplicate or undermine pay-for performance outcomes.

3.3. Promote the overall efficiency and effectiveness of the DON DCIPS Community.

4. RESPONSIBILITIES.

4.1. The Head, Naval Intelligence Activity (NIAH) shall:

4.1.1. Implement DoD Instruction 1400.25, Volume 2008 of reference (b), and issue supplemental regulations and guidance for DON DCIPS positions as appropriate.

4.1.2. Monitor compliance with this chapter and respond to reporting requirements established by the Under Secretary of Defense for Intelligence (USD(I)).

4.1.3. Ensure Naval Intelligence awards programs do not inadvertently encourage or provide incentives for actions detrimental to another DoD Component.

4.1.4. Develop, in collaboration with the Director of Intelligence, Headquarters Marine Corps (HQMC) and EDDPs, DCIPS policies, procedures, programs and requirements for the DON DCIPS Community as specified in SECNAV Instruction 12900.2A, Defense Civilian Intelligence Personnel System, reference (a).

4.2. The **Naval Intelligence Chief Human Capital Officer (CHCO)** shall:

4.2.1. Provide executive advice and consultation to the NIAH on DON and DCIPS awards, recognition policies, and programs.

4.2.2. Ensure implementation of Awards and Recognition Programs and monitor reporting requirements for Naval Intelligence EDDPs.

4.3. The **Directors of Civilian Human Resources (DCHR)** with DCIPS employees shall:

4.3.1. In coordination with the Director, Office of Civilian Human Resources (OCHR) Headquarters, develop, publish, and oversee the policies governing the design and administration of DON DCIPS Awards and Recognition Programs consistent with reference (b).

4.3.2. Provide advice and guidance on awards and recognition to their respective EDDPs in accordance with this chapter and reference (b).

4.3.3. Delegate, in writing and as appropriate, the authority to approve awards at the EDDP level and in accordance with guidance provided in this chapter and applicable DON awards guidance.

4.3.4. Ensure all monetary awards are issued within established EDDP, DON, and DoD budgets.

4.3.5. Conduct periodic assessments to ensure the appropriate and sufficient use of Awards and Recognition Programs within respective EDDPs and in accordance with Naval Intelligence, DCIPS, and DON policy and guidance.

4.4. The **Human Resources Director (HRD)** servicing DCIPS employees shall:

4.4.1. Ensure compliance with DCIPS Awards and Recognition Program and applicable implementing guidance and operating procedures.

4.4.2. Publicize the Awards and Recognition Programs to all DON DCIPS personnel within their respective EDDP.

4.4.3. Ensure that the OCHR Operations Center certify personnel actions and data in accordance with this chapter and references (a) through (k) and processes requests for personnel action (RPA) or entitlements for the DON DCIPS Community.

4.5. The **OCHR Operations Center Directors** shall:

4.5.1. Ensure that policies and business processes for DCIPS employees are in compliance with this chapter and applicable DON awards and recognition guidance.

4.5.2. Ensure approved awards are processed in accordance with established timelines and this chapter.

4.6. The **Heads of Entities with DON DCIPS Positions (EDDPs)** shall:

4.6.1. Manage EDDP awards and recognition programs and issue supplemental guidance in accordance with this chapter and reference (b) and applicable implementing guidance and operating procedures.

4.7. **Supervisors and Managers** of DON DCIPS Employees shall:

4.7.1. Adhere to all merit system principles as outlined in section 1612 of reference (h) when considering DCIPS employees for awards and recognition.

4.7.2. Recognize individual employees and/or teams as appropriate for exceptional achievements and accomplishments in accordance with this chapter and reference (b).

5. **GENERAL STRUCTURE.** In setting budgets for monetary awards, EDDPs shall ensure that awards programs do not potentially reduce the impact of payouts made through, or undermine the processes used by, the DCIPS pay-for-performance system set forth in this chapter. Awards budgets shall be determined in consideration of the goals of DCIPS performance-based compensation and are intended to use bonuses rather than monetary awards to reward performance under the DCIPS Performance Management system in accordance with Awards and Recognition Volume 2008 of reference (b).

5.1. EDDPs may establish length of service awards to recognize employees as they pass meaningful career milestones. Such programs shall consist of non-monetary forms of recognition such

as certificates, pins, letters, or other commemorative items, and shall not be paired with monetary awards intended to recognize specific achievements or outcomes. Length of service awards shall normally be presented soon after the employee attains eligibility. However, the date of presentation may be set within a reasonable period of time after the date of eligibility to arrange presentation ceremonies for employees or groups of employees.

5.2. Awards and recognition programs and practices, including those for suggestions and inventions being implemented and honorary and time-off awards, shall be in accordance with reference (a). Other than the specific limitations in paragraph 2 of this chapter, nothing in this chapter should be construed to limit an employee's eligibility under the DON, Intelligence Community (IC), or Federal Government Awards and Recognition Program.

5.3. Employees may not be rewarded more than once for the same effort or accomplishment. When considering awards and recognition, receipt of other awards or recognition should be considered to ensure the same or related efforts or accomplishments are not the basis for the proposed award or recognition. Previous awards and recognition must also be considered during the annual performance review process in considering what awards and recognition may be appropriate.

5.3.1. A minimum of 25% shall be deducted from the spot award amount if the DCIPS Performance Appraisal includes language for the same accomplishment.

5.4. Heads of EDDPs will ensure that monetary awards are used appropriately as a form of recognition for employees to complement not detract from, reduce, or undermine the impact of the Awards and Recognition Program. Heads of EDDPs may also delegate approval authority for monetary awards to the lowest practical level. Nominations for monetary awards in excess of \$10,000 must be forwarded through command channels to the Civilian Intelligence Personnel Office (CIPO) for coordination and approval. Requests for lump-sum monetary awards over \$25,000 must be submitted in coordination with the Human Resources Office (HRO) servicing DON DCIPS employees to the USD(I) (ATTN: Director, Human Capital Management Office (HCMO)) for coordination with the Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)) prior to forwarding through appropriate channels to the Secretary of Defense who must approve them before submission to the President of the United States for approval.

5.5. Nominating officials will initiate recommendations for awards and recognition consistent with this chapter and reference (b).

5.6. Approving officials will ensure compliance with reference (b) and DCIPS policy.

5.7. Awards and recognition programs plans shall:

5.7.1. Be specific to the organizational goals.

5.7.2. State the Awards and Recognition Programs' budget.

5.7.3. Clearly distinguish the Awards and Recognition Programs budgets and procedures from the DCIPS Performance-based Bonus Program processes and payouts.

5.7.4. Ensure that monetary awards are used judiciously.

5.7.5. Ensure approval authorities are delegated to the lowest practical levels.

5.7.6. Identify roles and responsibilities for developing, planning, communicating, executing and evaluating the success of the DON DCIPS Awards and Recognition Programs.

5.7.7. Encourage managers and supervisors to consider DCIPS employees for all Federal, IC, DON, EDDPs and locally-sponsored awards for which they are eligible.

6. **EXCEPTIONS TO VOLUME 451.** Specific exceptions reference (a) for DCIPS awards are outlined in the DON Civilian Human Resources Manual (CHRM) Subchapter 451.1,

6.1. Employees are eligible for monetary awards for special one-time acts and efforts, but are not eligible for monetary awards designed to recognize performance. Employee performance shall be recognized in the annual bonus process provided through the DCIPS pay-for-performance provisions of Naval Intelligence DCIPS Performance-Based Compensation, Chapter 12 of reference (f) and reference (b).

6.2. A lump-sum monetary award paid to an employee shall be an appropriate amount relative to the special act or effort, shall not exceed \$2,000 without an exception to policy endorsed at the Echelon 2 level and approved at the Echelon 1 level, and shall be consistent with the DCIPS pay-for-performance philosophy.

6.3. Time-off awards shall be consistent with the policy in reference (j), except that a time-off award cannot be used in lieu of or as a supplement to a DCIPS performance payout to an employee. However, a time-off or other incentive award may be

considered at any time during the performance cycle to recognize the employee for a specific accomplishment or act.

6.4. Proposed awards exceeding \$25,000 must be submitted and coordinated in accordance with the guidance outlined in reference (b). A guide to awards and approval authorities can be found in Appendix A, Guide to Awards Authorities. Prior to coordination as noted above, the proposed award must be endorsed at the Echelon 2 level.

7. LUMP-SUM MONETARY AWARDS. Lump-sum monetary awards shall be used to reward special one-time acts or other extraordinary efforts, and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time. Lump-sum monetary awards shall not be used to reward performance based on an evaluation of record. Recognition of such performance may be made through non-monetary awards and through the performance-based bonuses provided in Naval Intelligence DCIPS Chapter 12 of reference (f) and reference (b). Examples of monetary awards available to DON DCIPS employees and approval authorities can be found in Appendix A of this chapter.

8. BASE-PAY INCREASE MONETARY AWARDS. Base-pay increase monetary awards may be used by Heads of EDDPs to reward the highest levels of performance based on an evaluation of record for a single performance cycle for a DCIPS Quality Increase (DQI), or evaluations of record for multiple consecutive performance cycles for DCIPS Sustained Quality Increase (SQI) awards. Base-pay increase monetary awards can be used to provide recognition for the highest levels of performance by granting a base-pay increase in the amount of one-step or two-step increases at the employee's current grade. Heads of EDDPs will annually determine the appropriate limits on the number of base-pay increase monetary awards once the annual guidance has set by the NIAH. Budgetary constraints should be a factor in determining the number of DQIs and DCIPS SQIs an EDDP will award. An EDDP should set specific criteria in addition to eligibility, as discussed above, to help determine who should receive a DQI or DCIPS SQI. Receipt of a base-pay increase monetary award does not preclude an employee from receiving other forms of recognition provided for in this policy or Naval Intelligence DCIPS Chapter 12, of reference (f) to include but not limited to non-monetary awards, lump-sum monetary awards, and time-off awards. Receipt of a base-pay increase monetary award may restrict the receipt of the same or similar base-pay increase monetary awards for a period of time. A base-pay increase monetary award will be considered during the annual

performance review process. Employees who receive a base-pay monetary pay increase will not be considered for a bonus during the performance review process.

8.1. EDDPs may provide base-pay increase monetary awards, with consideration of budgetary constraints and aligned to this chapter and any additional DON-specific processes and practices. Components providing base-pay increase monetary awards will determine the initial pool of eligible employees through one of the two methodologies provided in subparagraph 8.2. of this chapter and will apply the chosen methodology DON-wide.

8.2. **Eligibility Criteria.** Each year, Naval Intelligence EDDPs may award base-pay increase monetary awards. When awarding base-pay increase monetary awards, EDDPs shall follow the guidance outlined in section 8.2.1. and 8.2.2. of this chapter. Eligibility does not imply that such an award will be given; it serves only to identify the initial pool of employees eligible for initial consideration, and to whom additional criteria will be applied. There are two types of base-pay monetary awards for which a DCIPS employee may be considered:

8.2.1. DCIPS Quality Increase (DQI). A DQI is a base-pay increase monetary award in the form of an increase in an employee's pay from one step of the grade of his or her position to the next higher step of that grade. Employees are considered to be initially eligible for a DQI if their current evaluation of record is "Outstanding" and shall not have received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks. The Naval Intelligence Pay Pool Performance Review Authority (PP PRA) may determine additional criteria on an annual basis. Eligibility requirements above do not infer that a DQI will be given; it serves only to identify the initial pool of employees eligible for initial consideration, and to whom additional criteria will be applied. EDDPs may use DQIs to reward employees with high performance who have not received a base-pay increase monetary award of any kind within the preceding 52 consecutive weeks. EDDPs may also put additional criteria in place to determine who of the eligible employees will receive DQIs.

8.2.2. DCIPS Sustained Quality Increase (SQI). DCIPS SQI provides the highest base-pay increase monetary award available to DON DCIPS civilian employees. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base-pay increase in an employee's pay of two steps at their current grade. Employees will be considered initially eligible for an SQI if their performance evaluation of record identifies them as a top

performer, having received an evaluation of record of "Outstanding" in the current as well a previous performance cycle. Eligibility does not require that such an award be given; it serves only to identify the initial pool of employees eligible for consideration. The NIAH will determine the criteria to be considered in the top percentage on an annual basis. Employees do not have to have received a DQI during the preceding two years. To be awarded SQI, employees must have been under the DCIPS Performance Management system and in the same DCIPS grade for the last three performance cycles. Time spent in DCIPS bands may be considered if the employee's current grade was encompassed in the prior band in the same work category. An employee may not receive more than one SQI during any three-year period.

8.2.3. EDDPs choosing to award DQIs or SQIs during the DCIPS pay pool process are not prohibited from awarding DQIs and SQIs at other times throughout the year.

8.2.4. No DCIPS Bonus shall be awarded to an employee who receives a DQI or SQI during the pay pool process.

8.3. Awards Beyond Step 10 of the Employee's Grade. A base-pay increase monetary award may be given when the employee's base-pay rate is at or exceeds step 10 of the current grade by increasing the employee's rate of pay to a rate equivalent to the value of one or two steps (as appropriate for the type of award). A one-step increase or a two-step increase may not result in a salary that exceeds the top of the extended pay range (i.e., the equivalent of the virtual step 12 rate of the employee's grade) nor may it result in basic pay exceeding the statutory limitation of the level IV rate of the Executive Schedule.

8.4. Employees on Retained Pay, or Those Otherwise At or Above the Equivalent of the Step 12 Rate of Their Grade. Employees on retained pay, or those otherwise at or above the equivalent of the step 12 rate of their grade, are not eligible for base-pay increase monetary awards.

8.5. Data Requirements for Base-Pay Increase Monetary Awards. EDDPs shall maintain data and provide information on their use of base-pay increase monetary awards in accordance with Naval Intelligence DCIPS Program Evaluation, Chapter 13, reference (f) and reference (b).

9. NON-MONETARY AWARDS. Non-monetary awards shall be used to recognize and reward sustained superior accomplishments and achievements, and may be used to acknowledge an individual or team contribution or exceptional accomplishment at any time.

Team recognition awards are encouraged as a mechanism to support collaboration goals and unified efforts to support mission accomplishment. There are a number of non-monetary awards available to reward DON DCIPS employees. A detailed description of each award and the respective approval authorities can be found in Appendix A of this chapter. All awards must be in accordance with reference (b) of this chapter.

9.1. Honorary awards may be used to recognize an individual or team for superior or sustained accomplishments towards organizational and team goals and objectives. Often these forms of non-monetary recognition can be more effective than cash awards. When there is a mixed workforce of both military and civilian personnel, there are different requirements for eligibility for cash awards; however, honorary awards programs may be created that allow recognition of the contributions of both. Honorary awards programs provide additional means to recognize an employee's overall value to an organization. They provide an opportunity to acknowledge valuable contributions made, and may reflect contributions made over a period of months or years. Honorary recognition may be in addition to or instead of monetary or time-off recognition.

9.2. **Career Service Recognition.** Awards of this type are designed to recognize time spent in federal service. Examples of such awards may include, but are not limited to retirement certificate or pin or length of service awards.

10. SUGGESTION AND INVENTION AWARDS. EDDPs will follow guidance provided in reference (a) on these awards when awarding or establishing Component-specific programs for these awards.

11. ELIGIBILITY FOR AWARDS.

11.1. **Impact of Employee Ratings.** Awards shall be granted only to employees with current overall performance evaluations or ratings of record of "Successful" or higher under the DCIPS Performance Management system. Employees with current overall ratings of "Unacceptable" or "Minimally Successful" are not eligible for awards. If an employee does not have a rating from the DCIPS Performance Management system at the time an award is contemplated, the EDDP shall determine if the latest rating is equivalent to "Successful" under the DCIPS system prior to granting an award. EDDPs shall exercise discretion in determining award eligibility for new employees and others who have not received an evaluation of record from any system.

11.2. **Demotions, Suspensions and Removals.** Employees who have been demoted or suspended in the past 12 months for performance

or conduct reasons, or who are facing adverse actions such as removal, demotion, or suspension after a finding by a deciding official as addressed in Naval Intelligence DCIPS Disciplinary, Performance-based, and Adverse Actions Procedures, Chapter 9 of reference (f), are not eligible for awards.

11.2.1 No monetary or honorary award for performance or achievement will be made to an individual who is either under investigation, or whom disciplinary or adverse action based on performance or conduct is pending.

11.2.2. Exceptions. Heads of EDDPs may give the award if he or she finds that the basis for the award is unrelated to the investigation, pending action, or discipline; and the award would not reflect unfavorably on the DON.

11.2.3. Merit Principles. Awards programs shall be implemented consistent with the merit principles identified in section 2301 of title 5, U.S.C. of reference (j).

11.2.4. Prohibited Practices. Awards programs shall be implemented free of the unlawful discrimination and prohibited personnel practices identified in section 2302 of reference (j).

11.2.5. Grievances. The grievance procedures of EDDPs aligned to Naval Intelligence DCIPS Employee Grievances, Chapter 14 of reference (f) shall include the provision that non-receipt, type, or amount of a DCIPS award shall not be grievable.

11.2.6. Contractors. Contractors and their employees are not eligible for monetary awards, non-monetary awards and other recognition, except in the rare instances allowed for in reference (a).

11.2.7. Security requirements. Written justifications for awards will be unclassified to the extent possible. If it is impossible to fully support an award without including classified information, proper security measures must be taken regarding review and processing of the award, and the maintenance of records. If classified, an unclassified version or justification will be written to accompany the award when submitted to the OCHR Operations Center for processing and retention. Where committee review is necessary for approval of an award, an ad hoc committee with members who hold the appropriate clearances may be established.

11.3. Specially Situated Employees. See Appendix B, Award Guidance for Specially Situated Employees.

11.3.1. Employees detailed to Naval Intelligence from another organization are not eligible for Naval Intelligence

bonuses. Their performance awards and/or bonuses shall be handled by their parent organization.

11.3.2. Employees detailed on a JDA to another Intelligence Community (IC) component:

11.3.2.1. With 90 days or less remaining in the performance cycle shall be considered for a bonus by their home EDDP.

11.3.2.2. With more than 90 days remaining in the performance cycle shall be considered for a bonus (or similar monetary award in accordance with component practices) in the host IC component. The employee's Naval Intelligence EDDP may consider the employee for other performance awards outside the pay pool process during the performance cycle prior to the commencement of the JDA.

11.3.3. Employees returning from a JDA to Naval Intelligence:

11.3.3.1. With 90 days or less remaining in the performance cycle shall be considered for a bonus by the IC component where they completed their JDA, using the "Closeout - Early Annual Evaluation" received from their JDA IC component rating official.

11.3.3.2. With more than 90 days remaining in the performance cycle shall be considered for a bonus in their Naval Intelligence pay pool.

12. AWARDS AND RECOGNITION PROGRAM PLANS. EDDPs shall develop awards program plans that:

12.1. Specify the organizational goals the awards program is intended to further.

12.2. State the awards program budget.

12.3. Clearly distinguish the awards program budget and procedures from DCIPS pay-for-performance processes and payouts.

12.4. Ensure that monetary awards are used judiciously as a form of recognition for employees that complements but that does not in any way detract from, reduce the impact of, or undermine the impact of pay-for-performance and pay pool processes.

12.5. Ensure the delegation of authorities to the lowest practical levels.

12.6. Identify roles and responsibilities for developing, planning, communicating, executing, and evaluating the success of the awards program.

12.7. Prohibit inclusion of contractors and their employees for monetary awards, non-monetary awards, and recognition except in the rare instances in accordance with reference (j).

13. PROGRAM REVIEW. The NIAH shall review the awards plans and the execution of the awards programs of EDDPs in support of the USD(I) assessment of Defense Intelligence Enterprise-wide total compensation practices. Specific details, requirements, and metrics will be provided in Naval Intelligence DCIPS Chapter 13, Program Evaluation. Awards programs shall be assessed for their success in:

- 13.1. Appropriately complementing the DCIPS compensation strategy so as not to undermine the impact of pay-for-performance.
- 13.2. Motivating, recognizing, and rewarding eligible personnel.
- 13.3. Exhibiting a close demonstrable link between the accomplishment or contribution to EDDP and Defense Intelligence Enterprise goals and the receipt of an award.
- 13.4. Providing awards commensurate with the value of the contribution or accomplishment.
- 13.5. Delivering awards in a timely fashion.
- 13.6. Being perceived by employees, supervisors, and managers to be effectively administered, equitable, and to have a positive impact on mission.

14. DoD AND PRESIDENTIAL AWARDS. This chapter does not limit use of DoD and Presidential awards. DCIPS employees are eligible for DoD and Presidential awards in accordance with the policies, procedures, and rules applicable to those awards as specified in reference (j).

15. DEFENSE INTELLIGENCE COMMUNITY AWARDS. The USD(I) may establish DoD awards for individuals, teams, or groups for especially meritorious conduct in service to the Defense Intelligence Enterprise. Awards may be honorary or monetary and amounts for individuals shall be in accordance with section 4502 of reference (j). Upon establishment of a Defense Intelligence Enterprise Awards Program, the USD(I) shall provide guidance for the criteria, nomination, and approval processes for such awards.

16. NATIONAL INTELLIGENCE COMMUNITY AWARDS PROGRAMS. The DoD Components with DCIPS positions may participate in IC awards programs as provided by IC Directive Number 655, reference (g) to recognize distinguished service or exceptional contributions to the IC within and beyond the DoD in accordance with the policies, procedures, and rules applicable to those awards. A copy of nominations for these awards should be provided by the DoD Component with DCIPS positions to the USD(I) through the Director, HCMO.

17. AWARDS FOR NON-DCIPS EMPLOYEES. EDDPs must comply, as applicable, with the criteria established in this chapter when granting awards to non-DCIPS employees.

18. COMPONENT-SPECIFIC AND OTHER AWARDS PROGRAMS. At the NIAH's discretion, EDDPs may participate in additional awards and recognition programs (e.g., those specific to a Component, Service, or community of interest) as applicable, with appropriate approvals from the Office of General Counsel, ethics officials, and contracting officers, if contractors are involved.

APPENDIX A
GUIDE TO AWARDS AUTHORITIES

Monetary Awards

Monetary Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval/Authority
Special Act Award	May be used to recognize a group or individual effort that goes beyond expected job performance. Special Act Awards are used to recognize exceptional accomplishments, such as an outstanding achievement.	May be given for achievements both within and outside an employee's job responsibilities.	All DON DCIPS employees	\$25 - \$25,000	Within 60 days after the special act	<p>\$25 - \$2,000: EDDP Head or Designee</p> <p>\$2,001 - \$25,000: Echelon 2 Level Endorsement</p> <p>Echelon 1 Level (DCNO) Approval</p> <p>\$25,001 or more: Echelon 2 Level, DCNO, SECNAV, DoD and OPM Endorsement</p> <p>Presidential Approval</p>

Monetary Awards

Monetary Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
On-the-Spot Award	"Special Act" or "Service" awards that, through streamlined procedures, are designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity.	Day to day accomplishments of subordinate employees. Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness requirements.	All civilian employees	\$25 - \$250 \$251-\$750	Within 60 days after the special act or service	Supervisor EDDP Head or Designee, Echelon 1 and 2 Level
Performance Award	Recognizes superior performance	May be given for sustaining a high level of performance during the current performance cycle.	All civilian DCIPS employees	Determined during pay pool process	End of Performance Cycle	Naval Intelligence PM/PP PRA

Monetary Awards

Monetary Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval/Authority
Defense Civilian Intelligence Personnel System (DCIPS) Quality Increase (DQI)	A DQI provides a one-step base-pay increase monetary award available to employees operating under the DCIPS graded structure. The DCIPS DQI may be awarded to reward employees who have attained an evaluation of record of "outstanding" or who have attained a performance evaluation of record within the annually established percentile of a DCIPS component.	May be given when the employee has an evaluation of record of Outstanding – Level 5 or who have attained a performance evaluation of record in annually set rating percentage of a DCIPS component, and who have not received a base-pay increase	All DCIPS civilian employees, except Senior Executives	Salary Increase	End of Performance Cycle	EDDP Head or Designee

*See annual year end business rules for criteria

Monetary Awards

Monetary Award Type	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval/Authority
Defense Civilian Intelligence Personnel System (DCIPS) Sustained Quality Increase (SQI)	A DCIPS SQI provides the highest base-pay increase monetary award available to employees operating under the DCIPS graded structure. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance that consists of a base-pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade.	May be given to employees who have attained an evaluation of record of "Outstanding" or who have attained a performance evaluation of record in an annually set rating percentage of a DCIPS component, in recognition of sustained exemplary performance over a period of three consecutive years.	All DCIPS civilian employees, except Senior Executives	Salary Increase	Upon meeting eligibility criteria	EDDP Head or Designee

Monetary Awards

Monetary Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval/Authority
Beneficial Suggestions	<p>Recognizes individuals or groups for ideas that benefit the Government. A beneficial suggestion is a constructive idea submitted in writing that proposes to improve the efficiency, economy or effectiveness of Government operations (e.g., simplify or improve operations; save time needed to complete a task; speed up production; increase output and enhance productivity; save material and property; save manpower and money; promote health; increase safety; improve morale through desirable and feasible personnel services that increase productivity; improve working conditions, procedures, operating methods or equipment, workspace layouts and organization).</p>	<p>The suggestion should identify a specific proposed course of action to achieve the improvement or cost reduction; be based upon tangible or intangible benefits, as provided in Appendices A and B, or a combination thereof.</p>	<p>All civilian employees</p>	<p>Award shall be based upon tangible or intangible benefits or a combination thereof</p>	<p>Upon adoption of suggestion</p>	<p>\$25 - \$2,000: EDDP Head or Designee \$2,001 - \$25,000: Echelon 2 Level Endorsement Echelon 1. Level (DCNO) Approval \$25,001 or more: Echelon 2 Level, DCNO, SECNAV, DoD and OPM Endorsement Presidential Approval</p>

Monetary Awards

Monetary Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval/Authority
Inventions and Patents	Designed to motivate Federal employees to make and report inventions and to recognize and reward Federal inventors. The program encourages the efforts of individuals engaged in research and development and other scientific or technical work with Federal organizations. All civilian employees are eligible for this award if their invention contributes to the efficiency, economy or other improvement in Government operations, or if it is in the public interest and associated with Government employment. Even though the making of an invention is considered to be within an employee's official duties, the employee inventor is eligible for cash or honorary recognition	Title must have been assigned to or otherwise vested in the U.S. Government and in the custody of the DON, and The appropriate DON office responsible for patent matters must notify the employing activity that the above conditions have been met.	All civilian employees, except Senior Executives	May be paid a nominal initial monetary award and an additional monetary award when the patent covering the invention is issued. If an application for a patent is placed under a secrecy order, the individual will become eligible for the additional award when a Notice of allowability of the application is issued by the US Patent Office instead of issuance of a patent. Awards under this section are not authorized if a monetary award has been paid for the same contribution as a suggestion	Upon release of Patent	\$25 - \$2,000: EDDP Head or Designee \$2,001 - \$25,000: Echelon 2 Level Endorsement Echelon 1 Level (DCNO) Approval \$25,001 or more: Echelon 2 Level, DCNO, SECNAV, DoD and OPM Endorsement Presidential Approval

Honorary Awards - Recognition

Honorary Award Type: Recognition	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Retirement Pin	Provides a form of honorary recognition that may be presented alone or with the retirement pin.	Employees retiring and have met year and service requirements.	All civilian employees (Employees who retire with 40 or more years of service, activities may request that the SECNAV sign a special retirement certificate)	Certificate	Upon Retirement	EDDP Head or Designee
Retirement Service Pin	The retirement service pin is a one-piece, gold finish, circular emblem pin and features the Great Seal of the United States of America encircled with a wreath.	Employees retiring and have met year and service requirements.	All Civilian employees	Service Pin	Upon Retirement	EDDP Head or Designee
White House Greetings	For U.S. citizens who retire with 30 or more years of service. Visit <i>The White House Greetings Office:</i> (http://usgovinfo.about.com/cs/consmer/a/greetings.htm) for information on types of greetings and required information.	30 or more years of service	All civilian employees	Presidential Letter	Upon Retirement	EDDP Head or Designee
US Flag	A flag to be flown over the US Capital in the employee's honor. Visit: http://www.usflag.org/capitol.flag.html to request	Employees retiring and whom have met year and service requirements for retirement	All civilian employees	US Flag	Upon Retirement	EDDP Head or Designee

Honorary Awards - Recognition

Honorary Award Types: Recognition	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
<p>Length of Service awards recognizes significant milestones in an employee's career beginning with 5 years of service and every five years thereafter until 50 years.</p>	<p>Employees are eligible beginning with 5 years of service and at 5 year intervals thereafter.</p> <p>Total Federal civilian and all honorable military service shall be creditable toward eligibility for length-of-service recognition.</p> <p>Creditable service shall be figured from the service computation date established for each employee.</p>	<p>All civilian employees</p>	<p>Certificate and Pin</p>	<p>5 years of service intervals, beginning with 5 years through 50 years of service</p>		<p>EDDP Head or Designee</p>

Honorary Awards – Department of Navy

Honorary Award Type: Department of Navy	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
	<p>This award is the highest honorary award the SECNAV can confer on a DON civilian employee. The award is granted only to those employees who have given distinguished and/or extraordinary service to the DON.</p>	<p>The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. This award should be reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is deserved.</p>	All civilian employees	Letter, medal set and certificate	N/A	<p>Echelon 1 & 2 endorsement SECNAV Approval</p>
		<p>This award is the second highest honorary award in the DON. It recognizes employee contributions which are exceptionally high in value.</p>	All civilian employees	Letter, medal set and Certificate	N/A	<p>Echelon 1 & 2 Level Yearly data call to activity/commands for civilian superior service awards issued Echelon 1 & 2 endorsement for SECNAV signature</p>
		<p>This award is the third highest honorary award in the DON. It recognizes meritorious civilian service or contribution which resulted in high values and/or benefits</p>	All civilian employees	Letter, medal set and Certificate	N/A	<p>EDDP Head Yearly data call to activity/commands for civilian meritorious service awards issued</p>

Honorary Awards – Department of Navy

Honorary Award Type: Department of Navy	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
to DON.	<p>This award is the highest honorary award the SECNAV can confer upon DON civilian employees for valor.</p> <p>No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. The award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family.</p> <p>Distinguished, extraordinary and unusual acts of heroism beyond the call of duty.</p> <p>The individual must have exhibited extreme courage and conscious acts of sacrifice, risk to personal safety or determination in facing significant and grave danger in a perilous situation.</p> <p>The act of valor must be related to his or her Government employment (e.g., act occurs on the job or while employee is in a duty status; involves a military member or civilian DON employee, is related to the mission of the DON; the reputation of the DON is enhanced)</p>	<p>All civilian employees</p> <p>Letter, medal set and Certificate</p>	<p>N/A</p>	<p>Echelon 1 & 2 endorsement SECNAV Approval</p>		

Honorary Awards – Department of Navy

Honorary Award Type: Department of Navy	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
	This award is the second highest honorary award for valor and recognizes acts of valor	<p>Unusual acts of heroism beyond the call of duty.</p> <p>The individual must have exhibited courage, sacrifice and risk or clear presence of mind in assisting others in an emergency situation. While the individual voluntarily places himself or herself in danger, the level and degree of danger or risk is not as extreme as the Distinguished Civilian Medal for Valor.</p> <p>No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. This award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family.</p>	All civilian employees	Medal and certificate	N/A	Echelon 1 & 2 endorsement SECNAV Approval

Honorary Awards – Private Citizens and Organizations

Honorary Award Type: Private Citizens & Orgs	Description/ Reference Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
DON Distinguished Public Service Award This award is the highest form of public service recognition that may be approved by the SECNAV.	Nominations are limited to those extraordinary cases where individuals have demonstrated exceptionally outstanding service of substantial and long-term benefit to the Navy and/or the Marine Corps. The award may also be approved for specific courageous or heroic acts bearing directly on the accomplishment of the DON mission.	Private citizens, groups, and organizations that significantly assist or support DON functions, services, or operations may be recognized to demonstrate the interest of the DON management in improving efficiency and effectiveness, and to encourage citizens and organizations in their efforts to assist in the accomplishment of the DON missions	Letter, medal set, and certificate	N/A	Echelon 1 & 2 endorsement SECNAV Approval
DON Superior Public Service Award This award is the second highest civilian honorary award and recognizes significant contributions that have broad impact.	Such contributions, while not necessarily affecting the entire DON, must have substantially benefited a major organizational element or large geographical area.	Private citizens, groups, and organizations that significantly assist or support DON functions, services, or operations may be recognized to demonstrate the interest of the DON management in improving efficiency and effectiveness, and to encourage citizens and organizations in their efforts to assist in the accomplishment of the DON missions	Medal If approved by SECNAV, letter, medal set, and certificate	N/A	Echelon 1 & 2 Yearly data call to activity/ commands for superior public service awards issued

Honorary Awards – Private Citizens and Organizations

Honorary Award Type: Private Citizens & Orgs	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
DON Meritorious Public Service Award	This award is the third highest public service recognition and is awarded for significant contributions with substantial impact upon a specific activity or geographical location.	Provided significant contributions with substantial impact upon a specific activity or geographical location	Private citizens, groups, and organizations that significantly assist or support DON functions, services, or operations may be recognized to demonstrate the interest of the DON management in improving efficiency and effectiveness, and to encourage citizens and organizations in their efforts to assist in the accomplishment of the DON missions	Medal	N/A	Echelon 1 & 2 endorsement SECNAV Approval
DON Award of Merit for Group Achievement	This award is granted by the SECNAV and is presented to corporations, associations or other groups for outstanding services to the DON in connection with a single project, program or other effort that was significantly beneficial to the accomplishment of the overall mission of the DON.	Granted for company, group or association achievement only and not for the outstanding contributions of a single member.	Private citizens, groups, and organizations that significantly assist or support DON functions, services, or operations may be recognized to demonstrate the interest of the DON management in improving efficiency and effectiveness, and to encourage citizens and organizations in their efforts to assist in the accomplishment of the DON missions	Certificate	N/A	Echelon 1 & 2 endorsement SECNAV Approval

Honorary Awards – Department of Defense

Honorary Award Type: DoD	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
DoD Distinguished Civilian Service Award	This is the highest DoD award that may be bestowed on a DoD civilian employee. DoD employees normally compete for this award and the competition culminates in an annual ceremony recognizing five to seven employees from throughout the DoD.	Career civilian employees of the DoD whose careers reflect exceptional devotion to duty and who contributions to the efficiency, economy, or other improvements in the Department's operations are of a significantly broad scope.	All civilian employees	Gold Medal, rosette and a citation signed by the Secretary of Defense	N/A	Echelon 1 & 2 endorsement SECNAV endorsement SECDEF Approval
Secretary of Defense Meritorious Civilian Service Award	This is the second highest award granted to career civilian employees by the Secretary of Defense.	Career civilian employees of the DoD and other government agencies who have distinguished themselves by exceptionally meritorious service of major significance to the DoD.	All civilian employees	Citation signed by the Secretary of Defense, medal and a rosette	N/A	Echelon 1 & 2 endorsement SECNAV endorsement SECDEF Approval
DoD Distinguished Public Service Award	This is the highest honorary award presented by the Secretary of Defense to non-career Federal employees, private citizens, and foreign nationals.	Has performed, at any time since enactment of PL 80-253 exceptionally distinguished service of significance to the Department of Defense as a whole or distinguished service of such exceptional significance to a DoD component or function that recognition at the DoD Component level is considered insufficient.	Non-career Federal employee or does not derive his/her principle livelihood	Medal, rosette and a citation signed by the Secretary of Defense.	N/A	Echelon 1 & 2 endorsement SECNAV endorsement SECDEF Approval

Honorary Awards – Department of Defense

Honorary Award Type: DoD	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Secretary of Defense Award for Outstanding Public Service	<p>This is the second highest award presented by the Secretary of Defense to non-career Federal employees, private citizens, and foreign nationals for contributions, assistance, or support to DoD functions that are extensive enough to warrant recognition, but are lesser in scope and impact than is required for the DoD Distinguished Public Service Award.</p> <p>recognition, but are lesser scope and impact than is required for the DoD Medal for Distinguished Public Service.</p>		Individual who serves as a non-career Federal employee or a private citizen	Medal set, citation and certificate signed by the Secretary of Defense.	N/A	Echelon 1 & 2 endorsement SECNAV endorsement SECDEF Approval
Armed Forces Civilian Service Medal	<p>This award recognizes the contributions and accomplishments of DoD civilian employees who directly support military forces engaged in military operations of a prolonged peacekeeping or humanitarian nature.</p>		All civilian employees who meet the criteria requirements determined, participate in direct support of a U.S. military operation for which military personnel have been awarded the Armed Forces Service Medal.	Medal	N/A	Echelon 1 & 2 endorsement SECNAV endorsement SECDEF Approval

Honorary Awards – Department of Defense

Honorary Award Type: DoD	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Secretary of Defense Medal for the Defense of Freedom	<p>The medal acknowledges civilian employees of the DoD and other civilians in service to the DoD who are wounded or killed in the line of duty.</p> <p>Employees are entitled to the medal if he/she is eligible and if the conditions or criteria exist as follows:</p> <p>Hostile action may be involved, but is not limited to the use of conventional or nuclear weapons, chemical or biological agents, explosives or missiles.</p> <p>The medal shall be awarded to employees who are killed or sustained serious injury due to hostile action against the US, or killed or wounded while rescuing or attempting to rescue any other employee or individual subjected to injuries sustained under such conditions.</p>	<p>DoD civilian employees when killed or wounded by hostile action while serving under a competent authority of the DoD under conditions for which a military member would be eligible for receipt of the Purple Heart.</p>	<p>Letter, medal, and certificate</p>	<p>N/A</p>	<p>Echelon 1 & 2 endorsement NIAH endorsement SECNAV Approval</p>	

Honorary Awards – Department of Defense`

Honorary Award Type: DoD	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Secretary of Defense Medal for The Global War On Terrorism	<p>This award was established to recognize the contributions and accomplishments of the civilian workforce of the DoD in direct support of the armed forces, whose members are engaged in operations to combat terrorism in all forms throughout the world. This medal is closely aligned with that of the GWOT Expeditionary Medal awarded to members of the Armed Forces or other similar medal that is awarded for a specific campaign. The medal may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased employee's family.</p> <p>Awarded only once to a civilian employee for service to a GWOT military operation. An employee may not be awarded both the GWOT medal and the Armed Forces Civilian Service Medal for the same operation.</p>	<p>The medal shall be awarded to civilian employees of the DoD, who on or after September 11, 2001, to a date to be determined, participated abroad in an operation that directly supports a U.S. military GWOT operation in a designated geographic location approved for award of the military GWOT Expeditionary Medal or similar operation for which a separate military campaign medal was awarded.</p> <p>Engaged in direct support for 30 consecutive days in a combat zone in an area of eligibility in a military operation (or the full period when the operation is of less than 30 days duration).</p> <p>Awarded for 60 non-consecutive days in an area of eligibility provided this support involved the employee entering the area of eligibility.</p> <p>Regardless of time served, if the employee is killed or medically evacuated from the area of eligibility while providing direct support in the designated operation.</p>	<p>All civilian employees (Under no circumstance are employees in the US eligible for the medal)</p>	<p>Medal and Certificate</p>	<p>N/A</p>	<p>EDDP Heads Award should be routed through local HRO Award POC for compliance & accountability purposes</p>

Honorary Awards – Presidential and National Security

Award Type Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
President's Award for Distinguished Federal Civilian Service	This is the highest honor a career civilian employee may receive for extraordinary achievement in Federal service. The president grants it to career civil service employees who accomplishments and achievements exemplify, to an exceptional degree, imagination, courage and extraordinary ability in carrying out the mission of the Government.	Award is highly selective and nominees should have received the DoD Medal for Distinguished Civilian Service to be considered.	All civilian employees	Medal and a Citation	N/A Echelon 1 & 2 endorsement SECNAV Endorsement Before forwarding to Sponsor
Presidential Medal of Freedom	This medal is awarded by the President for exceptionally meritorious contributions to national security interests of the US, world peace, cultural or other exceptionally significant public or private endeavors.	The basis for nomination must be of the most significant nature to the nation as a whole.	All civilian employees	Medal	N/A Echelon 1 & 2 endorsement SECNAV Endorsement Before forwarding to Sponsor
Presidential Citizens Medal	This medal is awarded by the President to individuals who have performed exemplary deeds of service for the country of similar nature to the Medal of Freedom, but of a lesser impact scope.	Employees who have performed exemplary deeds of service for the country.	All civilian employees	Medal	N/A Echelon 1 & 2 endorsement SECNAV Endorsement Before forwarding to Sponsor
National Security Medal	This award is awarded by the President to individuals for extraordinary contributions to the country specifically related to matters of national security.	Employees who have made extraordinary contributions to the country relating to national security.	All civilian employees	Medal	N/A Echelon 1 & 2 endorsement SECNAV Endorsement Before forwarding to Sponsor

Honorary Awards – Time-Off

Award Type	Description/ Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Time-Off Award	This award provides an employee with time-off without loss of pay or charge to leave in recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of government operations. Cannot be used in lieu of or as a supplement to a DCIPS performance payout to an employee.	Making a high level quality contribution involving a difficult or important project or assignment. Displaying special initiative or skill in completing an assignment or project before the deadline. Sustaining a high level of performance for an extended period of time.	All civilian employees	The total amount of time-off that may be granted to any one individual cannot riot exceed 40 hours for any one contribution or accomplishment and may not exceed 80 hours in any one leave-year. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work generally worked during a pay period	Within 60 days after the accomplishment or personal effort. Must be used within 1 year after the effective award date and will not transfer with an employee to a new DCIPS Component or other government organization.	EDDP Head or Designee

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Intelligence Cross	This non-monetary honorary award recognizes conspicuous gallantry, extraordinary heroism, and courage in the face of a significant and known risk (including risk to life and limb) above and beyond the call of duty, performed in response to a threat to the national security.	The Intelligence Cross will be awarded on a highly selective and rare basis.	All eligible US Government Civilian and military personnel and others as determined by the DNI.	Medal	Within one year of the event, accomplishment and/or service that provides the basis for the nomination.	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
Medal for Valor	This non-monetary honorary award recognizes heroism and courage in connection with an IC mission contribution to the national security.	The Medal for Valor is awarded on a highly selective and rare basis.	All eligible US Government Civilian and military personnel and others as determined by the DNI.	Medal	Within one year of the event, accomplishment and/or service that provides the basis for the nomination.	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Distinguished Service Medal (NIDSM)	Recognizes sustained, selfless service of the highest order, and/or extraordinary and long-lasting contributions to the IC and the US. Awarded when appropriate and on a highly selective basis to an employee who has contributed	Individual who has displayed sustained, selfless service of the highest order and/or extraordinary/long lasting contributions to the IC.	All eligible US Government Civilian and Military Personnel.	Medal	Within one year of the event, accomplishment and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Superior Service Medal (Replaced National Intelligence Career Achievement Medal)	This non-monetary honorary award recognizes a single exceptional contribution to the IC and the US by an individual or group of individuals.	Awarded on a very selective and limited basis for single exceptional contribution to the IC and the US.	All eligible US Government Civilian and Military Personnel	Medal	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board.
Exceptional Achievement Medal	Recognizes a single exceptional contribution to the IC and the US.	Awarded on a very selective and limited basis for a single exception contribution to the IC and the US.	All eligible US Government Civilian, Military and contractor personnel, and others on a selective basis; individual or group award.	Individuals receive medal set. If awarded to a group, each participating agency receives a medal set with certificate and individual members receive a lapel button.	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
National Intelligence Meritorious Unit Citation	Recognizes a single act of meritorious service performed by an IC organization unit or team, with emphasis on those that involve individuals from two or more IC elements and whose collective contributions on behalf of the IC deserve special recognition.	Based on a single act of meritorious service performed by an IC organization unit or team.	All eligible US Government Civilian, Military and contractor personnel. The number of contractor personnel cannot exceed 50% of the total number of US government civilian and military personnel nominated.	Organizations are awarded a certificate. Individual team members receive a lapel button.	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Medallion	Recognizes special and unique contributions to the successful accomplishment of an IC mission.	Single act or service to the IC and the US.	Non-IC civilian or military personnel, contractors, consultants or other non-USG personnel	Medallion	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Certificate of Distinction	Recognizes a notable achievement involving a single act or service. May be awarded for sustained superior performance.	Single accomplishment or a contribution, act, or service of merit.	All eligible US Government Civilian and Military Personnel	Certificate	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Galileo Award	Recognizes innovative and creative solutions to our Nation's future intelligence challenges. Normally granted on the basis of competitively judged paper submitted annually by individuals for juried review.	Individual displays creative solutions to Nation's future intelligence challenges.	All eligible US Government Civilian and Military Personnel	Monetary recognition	Annually During Nomination Call	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Special Act or Service Award	Recognizes a significant act or contribution by an individual or group that results in significant, quantifiable savings or other tangible benefits to the US and/or the IC.	Specific evidence of the tangible savings or benefits that accrue as a result of the special act or contribution.	All civilian employees	\$5,000 for each recipient DNI may under extraordinary circumstances approve an award of up to \$25,000	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
Intelligence Community EEO and Diversity Exemplary Leadership Award	Recognizes outstanding achievement and performance by a senior IC officer in creating an environment of equal employment opportunity, diversity, and inclusion.	Senior IC officer that has created an equal employment opportunity, diversity and inclusion environment in an outstanding manner.	All eligible US Government Civilian and Military Personnel.	Certificate May at the discretion of the DNI include accompanying monetary recognition for US Government civilian personnel only	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Intelligence Community EEO and Diversity Outstanding Achievement Award	Recognizes a significant act or noteworthy accomplishment related to equal employment opportunity, diversity and inclusion.	Significant act or accomplishment in regards to Equal Employment Opportunity and/or diversity.	All eligible US Government Civilian and Military Personnel. Can be an Individual or Group Award	Certificate May at the discretion of the DNI, include accompanying monetary recognition for US Government civilian personnel only.	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
IC Expeditionary Service Medal	Recognizes IC employees who serve abroad in direct support of a US IC operation in a location designated as hostile.	US Government IC civilian and military personnel, and others determined by the DNI, may be nominated for this award after serving six months (179 days rule) in a designated theatre of risk.	All eligible US Government Civilian and Military personnel. (Individual Award)	Medal	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Joint Duty Service Device	This non-monetary honorary award recognizes selection for and/or completion of a joint duty assignment by awarding the Joint Duty lapel button.	Employees who completed a joint duty assignment (as defined in the ICD 601).	All eligible US Government Civilian personnel	Lapel Button	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
Senior National Intelligence Services Device	This award recognizes appointment to one of the IC's senior services by awarding the SNIS Lapel button.	Employees who have been appointed to one of the IC's senior services.	All eligible US Government Civilian Personnel.	Lapel Button	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
Distinguished Public Service Medal	This award is the highest honorary award granted to non-career Federal employees, private citizens, and others who have performed a distinguished service of significance to the IC as a whole or service of such exceptional significance to ODNI that it warrants acknowledgement. This award is generally reserved for those with a direct working relationship with senior officials in the Federal government (e.g., DNI, heads of IC elements).	The nominee may have rendered service or assistance at considerable personal sacrifice and inconvenience that was motivated by patriotism, good citizenship and/or a sense of public responsibility.	Individuals not employed by an IC element, non-career employees including political appointees, Schedule C employees, private citizens, foreign nationals, and Intergovernmental Personnel Act employees.	Medal	Within one year of the event, accomplishment , and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
Superior Public Service Medal	This award is granted to non-career Federal employees, private citizens, and others who have performed a superior service to the IC as a whole or a service of such significance to the ODNI that it warrants acknowledgement.	The nominee may have rendered service or assistance at some personal sacrifice and inconvenience that was motivated by patriotism, good citizenship and/or a sense of public responsibility.	Individuals not employed by an IC element, non-career employees including political appointees, Schedule C employees, private citizens, foreign nationals, and Intergovernmental Personnel Act employees.	Medal	Within one year of the event, accomplishment and/or service that provides the basis for the nomination	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Achievement Medal (NIAM)	This non-monetary honorary award recognizes a single exceptional contribution to the IC and the US by an individual or group of individuals.	NIAM is awarded on a very selective and limited basis	All eligible USG civilian and military personnel	Medal	N/A	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board
National Intelligence Reform Medal (NIRM)	This non-monetary honorary award recognizes extraordinary individual or group contributions to the goals and objectives of the Intelligence Reform and Terrorism Prevention Act of 2004 and the transformation and integration of the US IC.	The NIRM is awarded on a very selective and limited basis	All eligible USG civilian and military personnel	Medal	N/A	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

Other Awards – National Intelligence

Award Type	Description/Reference	Criteria	Eligibility	Type of Recognition	Timeline	Approval Authority
National Intelligence Community Equal Employment Opportunity and Diversity Awards (NICEEOADA)	NICEEOADA are honorary awards that recognize outstanding contributions of the IC USG civilians and military personnel in recruiting, hiring, supporting, and/or developing an IC workforce that reflects the diversity of the US and the world.	The NICEEOADA is awarded on a very selective and limited basis	These awards are open to all eligible USG civilian and military personnel	Certificate and may, at the DNI's discretion, include accompanying monetary recognition for eligible USG civilian employees, only	N/A	Echelon 1 & 2 endorsement SECNAV endorsement before forwarding to the National Intelligence Awards Review Board

APPENDIX B

PERFORMANCE-BASED BONUS GUIDANCE FOR SPECIAL SITUATION EMPLOYEES

Situation	Bonus Guidance
Naval Intelligence Employees Out on a Joint Duty Assignment (JDA):	
Employees detailed on a JDA to another Intelligence Community (IC) component:	<ul style="list-style-type: none">• With 90 days or less remaining in the performance cycle shall be considered for a bonus (or similar monetary award in accordance with component practices) by their home EDDP.• With more than 90 days remaining in the performance cycle shall be considered for a bonus (or similar monetary award) in the host IC component. The employee's Naval Intelligence EDDP may consider the employee for other performance awards outside the pay pool process during the performance cycle prior to the commencement of the JDA.
Employees returning from a JDA to Naval Intelligence:	<ul style="list-style-type: none">• With 90 days or less remaining in the performance cycle shall be considered for a bonus (or similar monetary award in accordance with component practices) by the IC component where they completed their JDA, using the "Closeout – Early Annual Evaluation" received from their JDA IC component rating official.• With more than 90 days remaining in the performance cycle shall be considered for a bonus (or similar monetary award) in their Naval Intelligence pay pool.
<i>Note: Prior to year-end, the Naval Intelligence JDA program manager shall coordinate with the host IC component to verify under which organization the employee shall be considered.</i>	
Other IC component Employees on a JDA to Naval Intelligence:	
Employees detailed on a JDA to Naval Intelligence:	<ul style="list-style-type: none">• With 90 days or less remaining in the performance cycle shall not be considered for a bonus (or similar monetary award in accordance with component practices) by the Naval Intelligence EDDP.• With more than 90 days remaining in the performance cycle shall be considered for a bonus (or similar monetary award) by the Naval Intelligence EDDP.
Employees on a JDA returning to an IC component from Naval Intelligence:	<ul style="list-style-type: none">• With 90 days or less remaining in the performance cycle shall be considered in their Naval Intelligence EDDP pay pool with the "Closeout – Early Annual Evaluation" received from their Naval Intelligence supervisor.• With more than 90 days shall be considered in their employing IC component pay pool.
<i>Note: Prior to year-end, the Naval Intelligence JDA program manager shall coordinate with the parent IC component to verify under which organization the employee shall be considered.</i>	

Situation	Bonus Guidance
Employees detailed to another organization (not on a JDA)	<p>Naval Intelligence employees detailed to another organization are eligible for bonus (or similar monetary award in accordance with component practices) consideration in their home organization's pay pool.</p> <p>Employees detailed to Naval Intelligence from another organization are not eligible for Naval Intelligence bonuses. Their performance awards and/or bonuses shall be handled by their parent organization.</p>
Employees on Military Leave	<p>The presumptive summary rating of record for an employee on military leave shall be used in pay pool deliberations.</p> <p>Employees shall be considered for a DCIPS bonus (or similar monetary award in accordance with component practices); this means if the CWB's initial recommendation includes a recommended performance bonus, such individual should receive as initially recommended.</p>
Employees on Worker's Compensation	<p>Employees given presumptive ratings due to being absent from their positions such that they have not performed under a DCIPS performance plan for a period of at least 90 days due to worker's compensation will be considered for a DCIPS bonus (or similar monetary award in accordance with component practices).</p>
Employees on Long Term Training	<p>"Long term training" is defined as absence in excess of 120 consecutive work days or other special circumstance identified by the EDDP. Employees who were absent from their positions such that they have not performed under an approved plan for a period of at least 90 days will have a presumptive rating equivalent to their last summary rating of record, but not less than a summary rating of "Successful." If a rating of record from a prior period is not available, the employee will have a summary rating of "successful."</p> <p>Employees given presumptive ratings due to being absent from their positions for a long term, job-related training assignment will be considered for a DCIPS bonus (or similar monetary award in accordance with component practices).</p>
Retirement/ separation from a DCIPS position	<p>EDDPs may consider retired or separated employees during the pay pool process if they meet all requirements for eligibility. In some cases, these employees may need to be manually entered into the CWB.</p>

Situation	Bonus Guidance
DCIPS Employees with Less than 90 days of Service	
New DCIPS employees	New DCIPS employees who do not have 90 days in the rating period are not eligible for DCIPS bonuses (or similar monetary award in accordance with component practices).
Employees absent from their positions	Employees absent from their positions such that they have not performed under a DCIPS performance plan for a period of at least 90 days (excluding Military Leave) shall be Employees given a presumptive rating of "Successful" due to being absent from their positions such that they have not performed under a DCIPS performance plan for a period of at least 90 days will not awarded a DCIPS bonus (or similar monetary award in accordance with component practices).
Employees from other DCIPS orgs	Employees from other DCIPS organizations or within Naval Intelligence who onboard with 90 days or less in the performance cycle shall be considered in the pay pool of their new Naval Intelligence organization using the evaluation of record from their previous organization.
Employees from other DCIPS organizations or within Naval Intelligence who onboard between 1 October and the Naval Intelligence PM PRA's approval of ratings	<p>If the appropriate pay pool has not met, employees shall be considered in the pay pool of their new Naval Intelligence organization using the evaluation of record from their previous organization.</p> <p>EDDPs must report these employees to the NIA Policy & Programs office by email (DCIPS_RESOURCE_DESK@navy.mil) as soon as their Entry on Duty (EOD) date is known.</p>
Indefinite suspension	Please contact Employee Management Relations for special instructions.

GLOSSARY

Award. An item of value bestowed or action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency and effectiveness of the Government, or is otherwise in the public interest.

Awards program. The specific procedures and requirements established in Entity with DON DCIPS Positions for granting awards pursuant to this Volume..

Defense Civilian Intelligence Personnel System (DCIPS). Positions engaged in intelligence or intelligence-related work requiring a significant degree of specialized intelligence knowledge, skills and abilities, and those positions that serve in direct support of intelligence functions within a DON non-intelligence component, hereinafter referred to as "Entities with DON DCIPS Positions."

Monetary award. An award in which the means of recognition is a lump-sum cash payment. No monetary award shall increase the employee's rate of pay. The DCIPS pay-for-performance process is the means for increasing an employee's rate of pay.

Non-monetary award. An award in which the means of recognition has a purely honorific value, such as a letter, certificate, medal, plaque, or other item of nominal cash value.

Time-off award. Time off from duty, without loss of pay or charge to leave, granted to a Federal employee as a form of incentive or recognition